

Metrc Support Bulletin



Bulletin Number: MI_IB_0009	Distribution Date: 6/21/19	Effective Date: 6/21/19
Contact Point: Metrc® Support	Subject: Proper R&D Testing and New Feature Releases	
Reason: MRA and Metrc are providing details on the proper route a licensee should follow in creating R&D testing samples. Metrc is also providing update on our newest feature releases.		

Greetings Metrc® Users,

The MRA and Metrc are providing guidance for licensees who are conducting research and development (R&D) sample testing in addition to the State mandated compliance testing. It is important that licensees who are conducting R&D testing follow this guidance to ensure their packaged product does not receive the incorrect testing status within Metrc and that they are in compliance with the Administrative Rules.

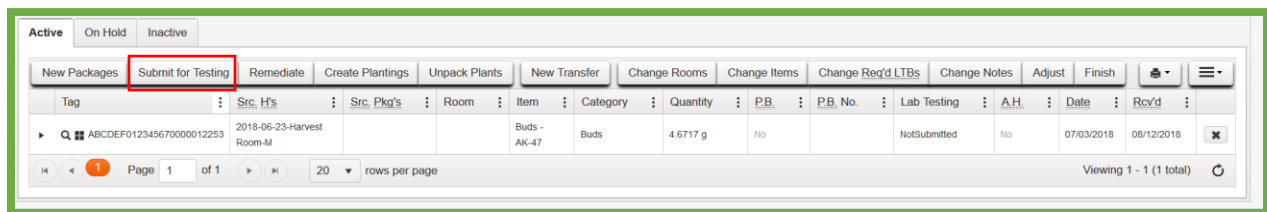
Lastly, Metrc is pleased to provide information on our newest industry enhancements within the software. In Metrc, the Harvest and Plant Batch sections have received updates. Licensees with plant permissions will have two new feature enhancements that allow for them to change rooms for their harvest batch and update an immature planting name.

Please find on the following pages a detailed description of the guidance and new functionality:

Industry Guidance: R&D Testing

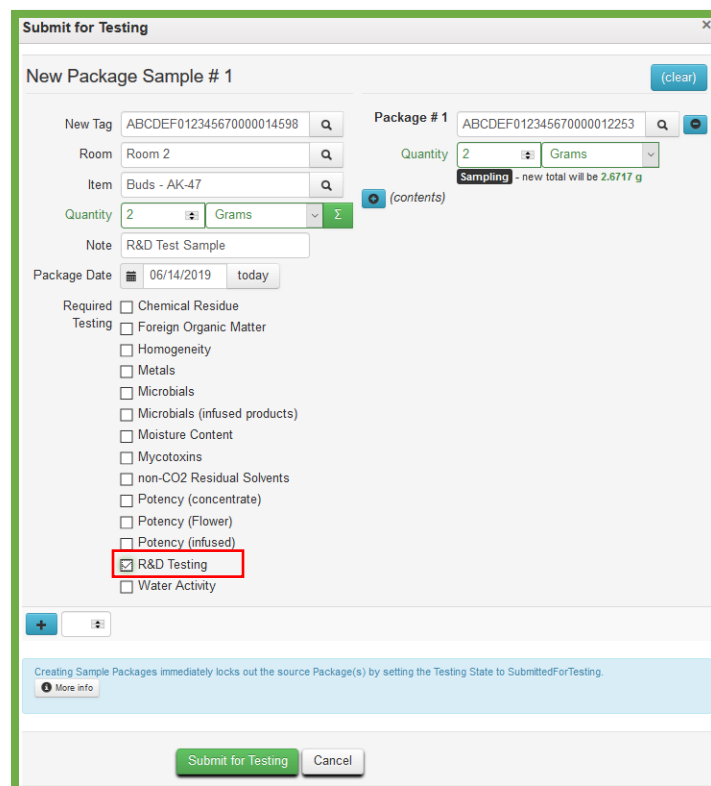
Licensees wanting to conduct R&D testing on any package that they plan to have State compliance testing on will need to do all their R&D testing prior to the required compliance testing. The correct route for creating an R&D test package goes as follows:

1. Identify the package that the R&D testing is being done on and select that package.
2. Select the “Submit for Testing” button.



The screenshot shows the Metrc interface with a table of packages. The 'Submit for Testing' button is highlighted in a red box. The table has columns for Tag, Src, H's, Src Pkg's, Room, Item, Category, Quantity, P.B., P.B. No., Lab Testing, A.H., Date, and Rcv'd. A row is visible with Tag ABCDEF012345670000012253, Src 2018-06-23-Harvest Room-M, Item Buds - AK-47, Category Buds, Quantity 4.6717 g, P.B. No., Lab Testing NotSubmitted, A.H. No, Date 07/03/2018, and Rcv'd 08/12/2018.

3. Fill in the required information to create the R&D Test Sample package. Also, select “R&D Testing” as the only Required Testing Box.
 - a. This may require the licensee to create a new item “R&D _____” to identify that the test sample is an R&D Test Sample.
 - b. There is also an option to add a Note to the package of what R&D test(s) are being requested.



The screenshot shows the 'Submit for Testing' dialog box. It has fields for New Tag, Room, Item, Quantity, Note, Package Date, and Required Testing. The 'Required Testing' section has checkboxes for Chemical Residue, Foreign Organic Matter, Homogeneity, Metals, Microbials, Microbials (infused products), Moisture Content, Mycotoxins, non-CO2 Residual Solvents, Potency (concentrate), Potency (Flower), Potency (infused), R&D Testing (checked), and Water Activity. The 'Submit for Testing' button is highlighted in a green box.

Metrc Support Bulletin

- Once satisfied with the information entered, select “Submit for Testing” button.
- Once the sample package is created, both the source and sample package will show a testing status of “Submitted for Testing”.

Active On Hold Inactive													
New Packages Submit for Testing Remediate Create Plantings Unpack Plants New Transfer Change Rooms Change Items Change Req'd LTBs Change Notes Adjust Finish													
Tag	Src. H's	Src. Pkg's	Room	Item	Category	Quantity	P.B.	P.B. No.	Lab Testing	A.H.	Date	Rcv'd	
ABCDEF012345670000014598	2018-06-23-Harvest Room-M	ABCDEF012345670000012253	Room 2	Buds - AK-47	Buds	2 g	No		SubmittedForTesting	No	06/14/2019		
ABCDEF012345670000012253	2018-06-23-Harvest Room-M			Buds - AK-47	Buds	2.6717 g	No		SubmittedForTesting	No	07/03/2018	08/12/2018	

- Transfer the R&D test sample package to the Safety Compliance Facility that has taken the test sample.
- Receive R&D test results that will change the original source package to the appropriate test status which is “testing in progress”.

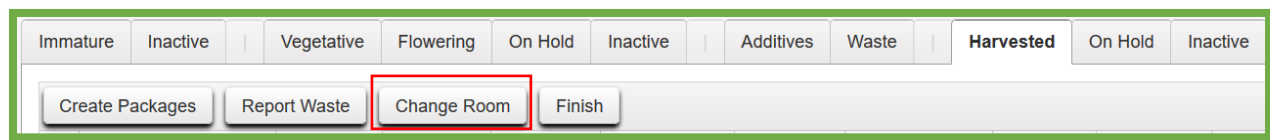
Active On Hold Inactive													
New Packages Submit for Testing Remediate Create Plantings Unpack Plants New Transfer Change Rooms Change Items Change Req'd LTBs Change Notes Adjust Finish													
Tag	Src. H's	Src. Pkg's	Room	Item	Category	Quantity	P.B.	P.B. No.	Lab Testing	A.H.	Date	Rcv'd	
ABCDEF012345670000012253	2018-06-23-Harvest Room-M			Buds - AK-47	Buds	2.6717 g	No		TestingInProgress	No	07/03/2018	08/12/2018	

- Once ready for compliance testing, follow the same process for submitting a test sample package as in Step 2 and the testing status will be reset to “Submitted for Testing”. Full Compliance Testing is the final test for the product.
- After the results of the compliance testing are entered by the Safety Compliance Facility and the status is “Test Passed”, the licensee can sell or transfer their packages accordingly. If the results are failing, then the licensee will need to follow the Michigan Administrative Rules and regulations regarding permission to retest or remediate the product.

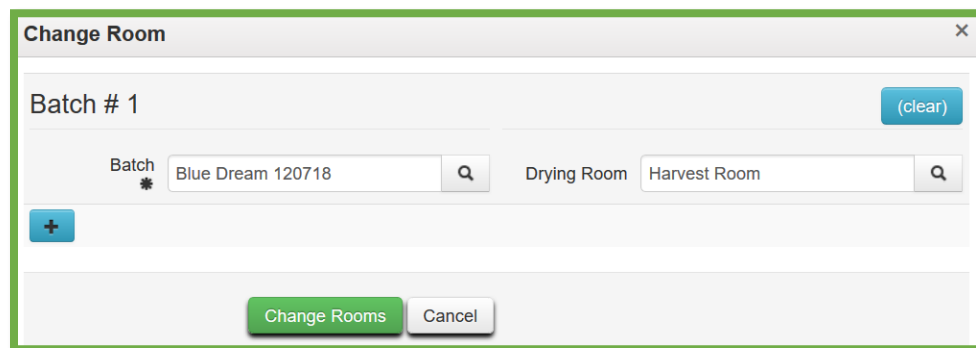
Please note: If a licensee has designated the incorrect Lab Test Batch on your sample package, you can use the “Change Req'd LTBs” in Metrc to update the batches for the sample package but this can only be done prior to the Safety Compliance Facility receiving the Transfer/Manifest.

New Feature: Change Rooms in Harvest

As seen below, users with permission to the plants section will now have a new selectable *Change Room* button within the harvested tab. This button should be utilized if a harvest batch has been moved from the initial designated room. Industry users should accurately identify the location of their harvest batches, and the entire harvest batch should be in the same location.

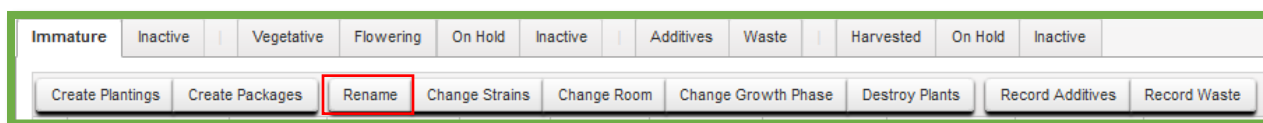


If a user identifies a harvest batch that requires a room update, the example below shows how the change would be made. The user would select the harvest batch in need of a change and click the *Change Room* button. After the selection, the user would see the box below. Selecting the magnifying glass icon will populate all available rooms. Once the available rooms are populated, the user would select the new room for the harvest batch and click Change Rooms.

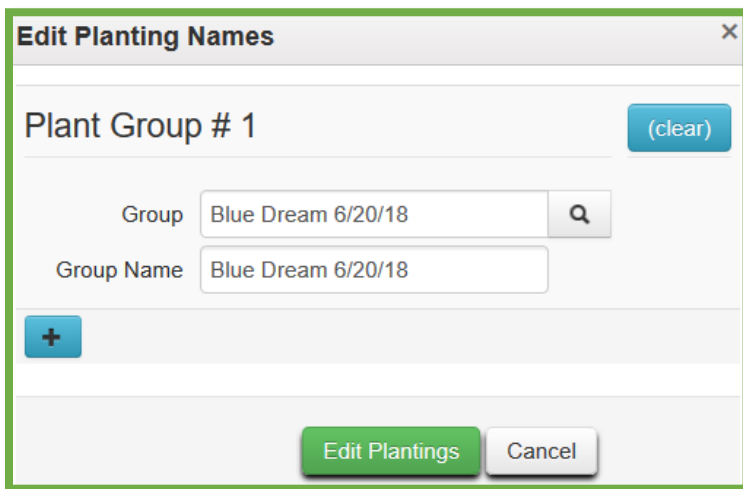


New Feature: Edit Planting Names

Users with permission to the plants section will now have a new selectable *Rename* button within the immature tab. This button should be utilized if an immature plant batch has an incorrect name associated to the batch. Industry users should accurately identify the names of their immature plant batches, and the recommended best practice is to enter the strain name and date of planting.



If a user identifies an immature plant batch that requires a name update, an example on how the change would be made is below. The user would select the immature batch in need of a change and click the *Edit Planting Names* button. After the selection, the user would see the box below and make the edit within the group name field. Once the edit is deemed correct, the user would click Edit Plantings.

A screenshot of a dialog box titled 'Edit Planting Names' with a close button (X) in the top right corner. Inside the dialog, there is a label 'Plant Group # 1' followed by a '(clear)' button. Below this, there are two input fields. The first is labeled 'Group' and contains the text 'Blue Dream 6/20/18' with a search icon (magnifying glass) to its right. The second is labeled 'Group Name' and also contains the text 'Blue Dream 6/20/18'. Below these fields is a blue button with a white plus sign. At the bottom of the dialog are two buttons: 'Edit Plantings' (green) and 'Cancel' (grey).

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.